

## CHAIR ROTA DUTIES

### Before Service

- Please check the rota and remember when it is your turn and arrive by 9.30 am. Swap with someone else on the rota if the date is not convenient and alter the rota on the green notice board accordingly. Please be aware that this is your responsibility and not the church office's.
- Check if there is a baptism or other occasion where more chairs will be required and put out the font and paschal candle.
- Hang cross on hook between the windows, (when the overhead projection system is used, the cross may be placed on the wall above the organ). Banners are kept in the tall cupboard in The Parish Office and should be hung on either side of the cross. Move green cover from altar, wheel into central position under cross. **NB** there is a Sunday School storage trolley under the altar.
- Place lectern, credence table, flower arrangements, four chairs for clergy and servers and paschal candle as necessary. Move table trolley into the Pastoral Room.
- Uncover organ, move out from the wall and plug in. (electric cable kept in top right drawer of Parish Office bench).
- Set out three rows of five chairs for choir and then for the rest of the congregation. Use the chair trolley; do not drag chairs across the floor. Because of the hearing loop system, keep chairs about three feet from the walls and doors of the hall on all sides. When the overhead projection system is used, remove inner chair from central back rows of chairs. Blue chairs from the Pastoral Room are for those in need of more comfortable chairs and should be placed where the relevant people sit. If in doubt on this check with the churchwardens.
- Set out chairs in Pastoral Room for young children and put appropriate notices above the door
- Put up hymn boards showing the appropriate numbers. The hymn numbers in italics **do not** go on the board and an appropriate space should be left if the words for hymns are in "Bleatings". Hymn boards are not required when the overhead projector is use.

### After Service

- Stack chairs in corner of Victory Hall, return table trolley to Hall and relevant furniture to Pastoral Room. Cover the altar with the green cloth.
- Take down cross and banners. Put the flower pedestal in the entrance hall.
- If in doubt where furniture should be placed, please ask one of the Churchwardens.
- Take down hymn boards. Take down notices and put toy box and notices back into cupboard. Close and lock windows in hall and pastoral room. Keys are kept in key cupboard in Parish Office.
- Deaf Church is on 4<sup>th</sup> Sunday of each month at 3pm. Set out Church as advised by Churchwardens.

**Thank you for your help with this vital task.**